

DIRECTOR'S OFFICE

44 WAIHEE  
GOVERNOR

MAR 30 4 18 PM '88



Dept. of Transportation (2)

DEPT. OF  
TRANSPORTATION

STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES

P. O. BOX 119  
HONOLULU, HAWAII 96810-0119

KEN KIYABU  
DEPUTY COMPTROLLER

March 29, 1988

COMPTROLLER'S MEMORANDUM 1988-13

TO: Heads of Departments and Agencies  
FROM: Russel S. Nagata, Comptroller  
SUBJECT: Approval of Payroll Messages

This memorandum relates to requests that are made to have messages printed on pay stubs.

Prior to this fiscal year, payroll messages were handled on the basis of separately printed cards; the cards were merged with the payroll warrants (checks), which were also printed on cards.

At the beginning of this fiscal year, a conversion was made to paper warrant forms, and the separately printed payroll messages were no longer necessary. On the paper warrant forms, it became possible to print payroll messages in the process of printing the payroll warrants themselves.

The effect of that conversion (as it affects payroll messages) has been that requests to use the payroll-message facility have sharply increased. This increase causes some degree of difficulty within the payroll system, slowing down the printing process as it currently exists. There has also been difficulty in that the increasing requests often include those of questionable appropriateness; because payroll dates for messages are reserved so far ahead of time (due to the high volume of requests), some of the more appropriate messages cannot be accepted because less appropriate messages have already reserved the desired payroll date.

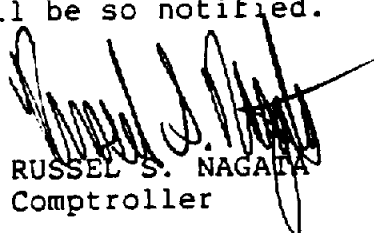
APR 4 1 23 PM '88  
100-100000  
100-100000  
100-100000

Hds. of Depts. and Agencies  
Memo 1988-13  
Pg. 2

It has therefore become necessary to issue this memorandum to give formal notice to all department and agency heads that, effective July 1, 1988, payroll messages will be approved only for the following:

- (1) Messages issued by the Governor (e.g., messages on the Aloha United Way campaign and the U.S. Savings Bond campaign).
- (2) Messages issued by the Comptroller relating to payroll matters (e.g., changes in payroll taxes and promotion of our direct deposit system for payrolls).

If changes in the printing process or other changes allow the removal of the above constraints in the future, all departments and agencies will be so notified.



RUSSEL S. NAGATA  
Comptroller